

Message Text

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PAGE 01 STATE 217314
ORIGIN EA-12

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DRAFTED BY EA/EX:JBMORAN:WG

APPROVED BY EA/EX:JBMORAN

EA:RHOLBROOKE (SUBS.)

EA/RA:RJMARTENS (SUBS.)

EA/PRCM:RHART

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FM SECSTATE WASHDC

TO AMCONSUL HONG KONG

LIMITED OFFICIAL USE STATE 217314

FOR ADMIN CO;NSELOR KELLEY FROM MORAN

E.O. 11652: N/A

TAGS: AFSP, OCON

SUBJECT: CHIEFS OF MISSION CONFERENCE - ADMINISTRATIVE
REQUIREMENTS

REF: STATE 213853

HERE IS A LIST OF GENERAL ADMINISTRATIVE REQUIREMENTS FOR
CHIEFS OF MISSION CONFERENCE WHICH MAY BE USEFUL IN MAKING
YOUR PRELIMINARY PLANS:

1. ACCOMMODATIONS: PLEASE MAKE TENTATIVE RESERVATIONS FOR
30-35 ROOMS AT THE HILTON OR COMPARABLE HOTEL NEAR CONGEN
IF BETTER RATE AVAILABLE, FOR THE PERIOD JANUARY 4-7. OF
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PAGE 02 STATE 217314

THIS TOTAL, 14 ROOMS WILL BE FOR EA AMBASSADORS (SOME WILL
PROBABLY BE ACCOMPANIED BY SPOUSES); THE REMAINDER ARE
EARMARKED FOR WASHINGTON PARTICIPANTS.

2. CONFERENCE SITE: WE PLAN FOR ALL CONFERENCE SESSIONS
TO BE HELD IN CONSULATE GENERAL'S CONFERENCE ROOM. PLEASE
ADVISE MAXIMUM CAPACITY.

3. OFFICES: ONE OFFICE IN THE CONSULATE GENERAL SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF ASSISTANT SECRETARY HOLBROOKE. COMBINED OFFICE/WORK-AREA FOR OTHER ATTENDEES

WILL ALSO BE REQUIRED.

4. TRANSPORTATION: NO SPECIFIC REQUIREMENTS. FOR THE MOST PART, WE WILL EXPECT ATTENDEES TO RELY ON LOCAL TAXI SERVICE.

5. MISCELLANEOUS: NO CONTROL OR VISITOR'S RECEPTION ROOM IN THE HOTEL IS EXPECTED OR REQUIRED. ACCOMMODATION EXCHANGE, ETC., AS NECESSARY SHOULD BE AVAILABLE AT THE CONSULATE GENERAL.

6. SECRETARIAL HELP: WE WILL REQUIRE SECRETARIES TO RECORD SOME SESSIONS AND TO PROVIDE LIMITED ASSISTANCE TO VISITORS. WE ARE PREPARED TO AUGMENT THE CONSULATE GENERAL'S STAFF WITH TDY HELP IF NECESSARY.

7. SECURITY: ANY SPECIAL SECURITY REQUIREMENTS WILL BE COVERED IN A SEPTTEL FROM SY LATER.

8. OTHER: MR. HOLBROOKE, ACCOMPANIED BY HIS WIFE, WILL ARRIVE IN HONG KONG DECEMBER 25 AND WILL REQUIRE HOTEL LIMITED OFFICIAL USE

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PAGE 03 STATE 217314

ACCOMMODATIONS AS OF THAT DATE. HE WILL REMAIN IN HONG KONG SEVERAL DAYS BEFORE TRAVELING TO BANGKOK, RETURNING TO HONG KONG FOR THE OPENING OF THE CONFERENCE. SPECIFICS WILL BE SUPPLIED LATER. DECONTROL FEBRUARY 28, 1978. VANCE

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